

Form **9465** (Rev. 12-2004)

1. During the past 5 tax years, you (and your spouse if you are making a request for a joint tax return) have timely filed all income tax returns and paid any income tax due, and have not entered into an installment agreement for payment of income tax.

2. The IRS determines that you cannot pay the tax owed in full when it is due and you give the IRS any information needed to make that determination.

3. You agree to pay the full amount you owe within 3 years and to comply with the tax laws while the agreement is in effect.



A Notice of Federal Tax Lien may be filed to protect the government's interest until you pay in full.

Bankruptcy or offer-in-compromise. If you are in bankruptcy or we have accepted your offer-in-compromise, do not file this form. Instead, call 1-800-829-1040 to get the number of your local IRS Insolvency function for bankruptcy or Technical Support function for offer-in-compromise.

What Will You Be Charged

You will be charged a \$43 fee if your request is approved. Do not include the fee with this form. After approving your request, we will bill you for the fee with your first payment.

You will also be charged interest and may be charged a late payment penalty on any tax not paid by its due date, even if your request to pay in installments is granted. **Interest will be charged until the balance is paid in full. To limit interest and penalty charges, file your return on time and pay as much of the tax as possible with your return (or notice).**

How Does the Installment Agreement Work

If we approve your request, we will send you a letter. It will tell you how to pay the fee and make your first installment payment. We will usually let you know within 30 days after we receive your request whether it is approved or denied. But if this request is for tax due on a return you filed after March 31, it may take us longer than 30 days to reply.

By approving your request, we agree to let you pay the tax you owe in monthly installments instead of immediately paying the amount in full. In return, you agree to make your monthly payments on time. You also agree to meet all your future tax liabilities. This means that you must have enough withholding or estimated tax payments so that your tax liability for future years is paid in full when you timely file your return. Your request for an installment agreement will be denied if all required tax returns have not been filed. Any refund due you in a future year will be applied against the amount you owe.

After we receive each payment, we will send you a letter showing the remaining amount you owe, and the due date and amount of your next payment. But if you choose to have your payments automatically withdrawn from your checking account, you will not receive a letter. Your bank statement is your record of payment. You can also make your payments by credit card. For details on how to pay, see your tax return instructions or visit www.irs.gov. We will also give you a statement showing the amount you owe at the beginning of the year, all payments made during the year, and the amount you owe at the end of the year.

If you do not make your payments on time or you have an outstanding past-due amount in a future year, you will be in default on your agreement and we may take enforcement actions, such as a Notice of Federal Tax Lien or an IRS levy,

to collect the entire amount you owe. To ensure that your payments are made timely, you should consider making them by electronic funds withdrawal (see the instructions for lines 13a and 13b).

Where To File



Attach Form 9465 to the front of your return and send it to the address shown in your tax return booklet. If you have already filed your return or you are filing this form in response to a notice, file Form 9465 by itself with the Internal Revenue Service Center at the address below for the place where you live. No street address is needed.

IF you live in . . . THEN use this address . . .

Alabama, Florida, Georgia, Mississippi, North Carolina, Rhode Island, South Carolina, West Virginia	Atlanta, GA 39901
---	----------------------

Maine, Massachusetts, New Hampshire, New York, Vermont	Andover, MA 05501
---	----------------------

Delaware, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Wisconsin	Kansas City, MO 64999
---	--------------------------

Connecticut, District of Columbia, Maryland, New Jersey, Pennsylvania	Philadelphia, PA 19255
--	---------------------------

Arkansas, Colorado, Kentucky, Louisiana, New Mexico, Oklahoma, Tennessee, Texas	Austin, TX 73301
---	---------------------

Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington, Wyoming	Fresno, CA 93888
--	---------------------

Ohio, Virginia	Memphis, TN 37501
----------------	----------------------

If you live in American Samoa or Puerto Rico (or exclude income under section 933); are a nonpermanent resident of Guam or the Virgin Islands*; have an APO, FPO, or foreign address; are a dual-status alien; or file Form 2555, 2555-EZ, or 4563, use this address: *Internal Revenue Service Center, Philadelphia, PA 19255.*

* Permanent residents of Guam and the Virgin Islands cannot use Form 9465.

Specific Instructions

Line 1

If you are making this request for a joint tax return, show the names and social security numbers (SSNs) in the same order as on your tax return.

Line 10

Even if you cannot pay the full amount you owe now, you should pay as much as possible to limit penalty and interest charges. If you are filing this form with your tax return, make the payment with your return. For details on how to pay, see your tax return instructions.

If you are filing this form by itself, such as in response to a notice, attach a check or money order payable to the "United States Treasury." Do not send cash. Be sure to include:

- Your name, address, SSN, and daytime phone number.
- The tax year and tax return (for example, "2004 Form 1040") for which you are making this request.

Line 11

You should try to make your payments large enough so that your balance due will be paid off by the due date of your next tax return.

Line 12

You can choose the date your monthly payment is due. For example, if your rent or mortgage payment is due on the first of the month, you may want to make your installment payments on the 15th. When we approve your request, we will tell you the month and date that your first payment is due.

If we have not replied by the date you chose for your first payment, you may send the first payment to the Internal Revenue Service Center at the address shown on this page, that applies to you. See the instructions for line 10 to find out what to write on your payment.

Lines 13a and 13b

Making your payments by electronic funds withdrawal will help ensure that your payments are made timely and that you are not in default of this agreement.

To pay by electronic funds withdrawal from your checking account at a bank or other financial institution (such as mutual fund, brokerage firm, or credit union), fill in lines 13a and 13b. Check with your financial institution to make sure that an electronic funds withdrawal is allowed and to get the correct routing and account numbers.

Note. We will send you a bill for the first payment and the fee. All other payments will be electronically withdrawn.

Line 13a. The routing number must be nine digits. The first two digits of the routing number must be 01 through 12 or 21 through 32. Use a check to verify the routing numbers.

On the sample check below, the routing number is 250250025. But if your check is payable through a financial institution different from the one at which you have your checking account, do not use the routing numbers on that check. Instead, contact your financial institution for the correct routing numbers.

Line 13b. The account number can be up to 17 characters (both numbers and letters). Include hyphens but omit spaces and special symbols. Enter the number from left to right and leave any unused boxes blank. On the sample check below, the account number is 20202086. Do not include the check number.



The electronic funds withdrawal from your checking account will not be approved unless you (and your spouse if a joint return) sign Form 9465.

Privacy Act and Paperwork Reduction Act Notice. Our legal right to ask for the information on this form is sections 6001, 6011, 6012(a), 6109, and 6159 and their regulations. We will use the information to process your request for an installment agreement. The reason we need your name and social security number is to secure proper identification. We require this information to gain access to the tax information in our files and properly respond to your request. If you do not enter the information, we may not be able to process your request.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103. However, we may give this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws. We may also disclose this information to other countries under a tax treaty or to federal and state agencies to enforce federal nontax criminal laws and to combat terrorism. The authority to disclose information to combat terrorism expired December 31, 2003. Legislation is pending that would reinstate this authority.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is: **Learning about the law or the form**, 16 min.; **Preparing the form**, 26 min.; and **Copying, assembling, and sending the form to the IRS**, 20 min.

If you have comments concerning the accuracy of this time estimate or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Tax Products Coordinating Committee, Western Area Distribution Center, Rancho Cordova, CA 95743-0001. Do not send the form to this address. Instead, see Where To File on page 2.

Sample Check—Lines 13a and 13b

The sample check is from Jeffrey Maple and Suzanne Maple, 123 Pear Lane, Anyplace, VA 20000. It is payable to the order of Anyplace Bank, Anyplace, VA 20000. The routing number (line 13a) is 250250025 and the account number (line 13b) is 20202086. The check number is 1234. A note indicates that the check number should not be included in the account number field.



The routing and account numbers may be in different places on your check.

